

NTK.365 #0017 – Microsoft 365 External Collaboration Request

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Title:	Request External Collaboration Capabilities with an external @Domain name using Microsoft 365 services. (External Vendor/Partner)
Available:	September 2021 – The request form & process will be available to designated IT staff via ServiceNow. (Contact your Agency Information Security Officer or Information Resource Manager)

Message:

Microsoft 365 is a powerful productivity platform and can improve external collaboration with our vendors and partners. However, there are additional risks taken when providing this functionality to external domains. As a result, sharing in Microsoft Teams must be appropriately vetted between the external vendor/partner, agency designated staff, and the DTI Security Office.

Note: Individual/personal consumer email accounts (e.g., @gmail, @outlook, or others) will not be considered for external collaboration access. When there is a business need, this process will allow an external vendor/partner domain the ability to collaborate through:

- MS Teams chatting,
- external sharing of files, folders, lists, and libraries via OneDrive and SharePoint Online, and
- the ability to invite an external partner/vendor as a guest to a MS Teams workspace

Note: External Collaboration exception is not required to invite external entities to a Teams meeting. Agency staff will work with their designated IT personnel and the external vendor/partner to complete required [Data Usage Agreement documentation](#).

Designated IT staff will submit external collaboration requests via ServiceNow with the appropriate documentation attached.

[Data Classification](#) and [Data Usage Policy](#) govern this Service. The external partner/vendor must execute the [Data Usage Agreement](#).

[Guest experience in Microsoft Teams – Microsoft Teams | Microsoft Docs](#)

(Disclaimer: Links are provided as an additional learning resource; some of the information covered may not always apply or be available in the Government Community Cloud (GCC) environment.)

Additional Information:

Posted:

September 14, 2021